

Mini Resume DOs and DON'Ts

DOs

- Do a mini-resume. It might be the piece that gets a job for you.
- Be economical with words. You only have space for 1200 characters.
- Focus your resume on teaching/instruction-related experience or knowledge, for example, podium teaching, drill instructor, curriculum developer, test writer.
- If your work history involved using skills outside the scope of your degree, list the teaching-related parts.
- Cite jobs yielding practical applications of theory – e.g., in math, science, and health. (Why? It shows you can explain why geometry is useful as an adult.)
- Cite your adult work with children or teens. Be sure to include the grade or age level. (This can take many forms, e.g., band/chorus involvement, cheerleading, scouting, or religiously related instruction and work with youth groups.)
- Cite any coaching experience or work with special needs students. (Military people often have this experience. List it – even if only with your own children.)
- Cite any duty-related or volunteer tasks having to do with platform time, lesson planning, self-paced or computer-based instruction, overall curriculum planning, instructional program management, health, safety, or drivers' training.

DON'Ts

- Don't merely recite your job history - just the education-related items.
- Avoid military jargon, impressive military titles, and do not capitalize every noun or title.
- Do not list career assignments unless they relate to the job of teaching. The continuity and good character of your life can be verified later.
- Avoid wording that appears to advocate a specific religious, political, social, or ideological belief. Be educationally positive but politically neutral.
- Do not present a pro-gun posture or tout your NRA membership. In this post-Columbine era, guns and talk of guns make educators nervous.

Mini Resumes - Bad Example & Good Examples

Mini Resume # 1 – Bad Example - Violates numerous DO and DON'T suggestions

EDUCATION: Bachelor of Science-Vocational Education Studies with a specialization in Education, Training and Development from the University of South Alabama in Mobile. EMPLOYMENT HISTORY: 1999 – Present, Store Manager - AAFES Liquor Store Manager, Unterklagenbach AB, TX. 1998 – 1999, Assistant Store Manager, Big-Mart of Screaming Gulch, WY, responsible for sales and displays. Annual sales award two years running. 1997 – 1998, Sales Area Manager – Electronics - AAFES Fort Isolatus, Alaska. 1995 – 1997, Canadian Forces Liaison – AAFES at Klingenfisch Pass, MT. 1994 – 1995, Trainee - Sales Manager, AAFES Hurlburt AFB, Florida. 1992 – 1994, NCOIC, 26th ANG Unit, Pelican Bay, FL. (Also command representative to the Boggy Bayou Black Powder and Archery Hunting Club, same period.). 1991 – 1992, Tech Sergeant, United States Air Force, Minot AFB, ND 1990 - 1991 Staff Sergeant, USAF, deployed to Saudi Arabia for Desert Storm. 1989 – 1990, Staff Sergeant, USAF, deployed to Columbia (Counter Terrorism Unit). 1986 – 1989, Staff Sergeant, USAF, stationed at Hickam AFB, HI. 1982 – 1986, Senior Airman, USAF, stationed at Bitburg Air Base, Germany ASSOCIATIONS: Certified PADI Dive Master, Norwegian Football League Sandnes Oilers Player 2000-2001, National Rifle Association, 1980-1982, (Sharpshooter award, three years running.)

Resume – Bad Example. Violates numerous DO and DON'T suggestions

Mini Resume # 2 – Good Example – Emphasizes education related background-experiences from the previous resume. Eliminates emphasis on non-educational military duties.

EDUCATION: BS in Voc-ED Studies, majored in Education, Training and Development, Univ. of South Alabama in Mobile.

EMPLOYMENT HISTORY: 1999 – Present, Store Manager – On base beverage store, Unterklagenbach AB, TX; 25% of time training employees, reviewing middle managers training plans. 1998 – 1999, Asst. Store Manager, Big-Mart of Screaming Gulch, WY; 60% of time in sales training, teaching display development techniques. (Chosen Regional trainer of the year, 1999.) 1997 – 1998, Sales Area Manager – Electronics – On base retail store, Fort Isolatus, Alaska; developed training objectives and created sales training presentations (35% of time). 1992 – 1994, 26th ANG Unit, Pelican Bay, FL, command's rep (safety trainer) to local sports club. 1991 – 1992, USAF, Minot AFB, ND. Taught cold weather survival training (briefing, paper exercises, and tests) for new arrivals assigned to outside duties. 1990 - 1991, USAF, deployed to Saudi Arabia - Desert Storm. Taught desert survival techniques to newly arrived personnel, including review module on working with other cultures. 1989 – 1990, USAF, deployed to Columbia, South America. Taught various topics to Colombian military personnel – in Spanish. 1986 – 1989, USAF, Hickam AFB, HI. Volunteer trainer - Surfing 101 - for base teen club. ASSOCIATIONS: Certified PADI Dive Master (began SCUBA use in

high school, volunteered as off-duty trainer for teens and adults when stationed in Florida and Hawaii.)

Mini Resume # 3 – Another Good Example – Emphasizes education related background-experiences. Simply offers another approach to support different experiences.

Education: BS –VocEd, Florida State, 1983. Will complete re-certification classes in Spanish & Computer Science, University of South Alabama in 3-6 months. Completed 9 semester hours in Spanish, Univ. of Maryland, 1995-96.

Experience: Command's dependent-school, parent liaison for middle school curriculum. Also Civilian Representative, Base Commander's Advisory Council on Off-Duty Education, Thule, Greenland, 1998-2001. Taught weekly, church-sponsored Contemporary World Religion classes to high school freshmen through seniors, Frankfurt, Germany, 1996-1998. Managed local national employee (Spanish) computer training as store manager, Torrejon AB, Spain, 1994-96. Oversaw overall staff training development program as store manager, Thule and Torrejon locations, 1992-96. Taught at instructor training school, Lackland AFB, 1986-87. Platform instructor, Lackland AFB, 1983-84. Winner of major command's instructor competition, 1984. Coached command Little League: Lackland, 1986; Torrejon, 1996; Rhein-Main, 1997-1998.